

**Washington's Head Quarters Town Houses Homeowners Association
2016 Homeowners Annual General Meeting – September 25, 2016
Meeting Minutes**

1. Roll Call:
 - 16 households present (quorum).
 - Unit numbers: 1, 2, 4, 5, 6, 7, 8, 9, 10 (proxy, nominated unit #5), 15, 16, 17, 18, 19, 20, 21 (11, 12, 13, 14 not represented).

2. Proof of Meeting Notice:
 - Invitation letter and email for Homeowners Annual General Meeting were sent out in advance as required by by-laws.

3. Previous Meeting Minutes:
 - 2015 HOA Annual General Meeting minutes were approved without objections.

4. Annual Report:
 - Over the last year, the HOA avoided major unplanned financial expenses.
 - The financial condition has been stressed by planned expenses of:
 - about \$90k for painting and minor exterior carpentry work (paid out of the WHQ reserve account), and
 - about \$30k for the engineering contract, paid out of checking.
 - Payment out of reserves and checking avoided special assessments on homeowners.
 - The financial condition remains stable – without immediate major expenses scheduled.
 - The HOA should aim to increase the financial reserves to at least \$100k (as of September 2016 only \$70k); and ideally build to a full year of reserves (\$200k)
 - Slightly higher turnover in unit sales (new owners in units 15, 17, 18), and also increase in the number of renters (units 10, 13, 15).
 - The major long-term maintenance related projects presented to the HOA last year remain in the pipeline and need to be addressed in the short to medium term, including the need to determine financing options.
 - Two larger projects completed over the last year:
 - Exterior painting and carpentry (as scheduled every 3-5 years), and
 - Engineering and preliminary planning (all underground services investigated, assessed, and mapped); design solutions and contract documents for bidding completed.
 - New Condominium Insurance Policy selected based on quality of response and service on claims

- Contracts for landscaping and snow removal have been consolidated into single multi-year contract, including outdoor sprinkler system. The contract includes also a condition for a credit if fewer services are used.
 - Role of the Managing Agent has been increased (including bookkeeping and reporting services). An outside auditor has been selected to provide annual audited statements.
 - Three major capital expense projects are coming up to be addressed in phases over the coming years, with bids to be obtained and financing options to be assessed in the following order:
 - Repair the roadway drainage system
 - Stabilize, repair and/or rebuild the Broadway wall
 - Repair and re-surface the roadway
5. Financial Report:
- Income in the last fiscal year amounted to about \$200k, with expenses of about \$290k, resulting in a negative net income of about \$80k.
 - Deficits are due to the expenses for the painting and engineering contract.
 - Total assets on hand at the end of the fiscal year (30 June, 2016) amounted to about \$86k.
 - Additional increased costs compared to the previous fiscal year were mainly related to increased property management fees, increased insurance costs, repairs for gutters, sewers and drains, but more than balanced out by lower landscaping contract costs, lower fuel costs for the pool, and lower costs for snow removal due to a milder winter.
 - Utilities costs remain high overall, including due to incorrect double payment for fire hydrants (being addressed jointly with other HOAs).
 - The Management Agency will take on responsibility for financial reporting and bookkeeping. No volunteer for the Treasurer position on the Board was found.
6. Project Updates:
- Pending Projects:
 - Drainage repairs as determined.
 - Stabilization of Broadway wall (was tracked over previous years; has moved back and forth; water and drainage problem are one of the issues).
 - Once those projects are done, resurface the roadway .
 - Depending on cost estimates, **Board will determine the costs and a special Homeowners Meeting will be called to decide on financing options.**
 - All surveys are done, balance for surveys, painting, temporary stabilization of wall next to tennis court is paid
 - Currently no outstanding commitments and about \$70k in reserves
 - Estimates for pending projects, slightly updated from 1.5 years ago:

- Underground, survey, drainage, gas extension, repairs, estimated at \$120k .
- Walls on Broadway (north retaining wall between tennis court and monument, and south decorative wall from monument south) estimated at \$1m (bulk (bulk of costs would be replacement of the wall).
- Roadway resurfacing following projects estimated at \$330k.
- Overall total estimate of about \$1.5m.
- Larger projects to be discussed in separate meeting, e.g. assessments or financing through Banks (have preliminarily discussed with two banks; banks open to present to homeowners)
- Restoration of landscaping in addition to roadway rebuilding would need to be accommodated in addition.

7. Committee Reports:

- Gardening:
 - About 50% of new plantings had died due to problems earlier in the year with sprinklers (some were replaced by gardener without cost).
 - Some plantings (shrubs and perennials) were put in front of the units to be more resilient to salt on roadways and plowing in winter (**option to consider additional plantings, or potted plants**).
 - Tree contract is in place for cutting back trees 5 feet from units; replenished \$10k of trees that had to be replaced; no further tree planting planned. The \$10k tree replacement was in a previous year. There were no trees planted this fiscal cycle.
 - **Gardening committee volunteers are sought.**
- Pool:
 - Significant increase in pool use, which is welcome, seeing being used to good advantage.
- Tennis:
 - Court was not in good shape, also since it is not particularly heavily used (clay court requires more rolling and maintenance than likely worthwhile to spend).
 - Usage increased by allowing tennis pro to use on a pilot basis (no cost or income to HOA); offering discounted rate to WHQ homeowners.
 - Pro agreed to roll court once or twice a week if provided with a hand roller (about \$1,200).
 - Alternative would be to increase tennis course maintenance payments by WHQ HOA.
 - Pro is fully insured (confirmed with WHQ insurance and his insurance); first recourse would be his policy (\$1m), WHQ

insurance policy provider confirmed that they would cover in excess of this.

- **Outside clients and pro not allowed to park on WHQ property (to be reminded); sign up sheet at the gate (tbd if electronic sign up through website will be possible); arrangement suggested to have sign up 24 hours in advance to avoid conflicts.**
- Arrangement can be ended when deemed necessary (no contract in place); WHQ HOA expressed overall support to continue arrangement for the immediate term.
- Maintenance:
 - Board will consider possibility of white plastic cleanouts for drains that were put in place **to be painted.**
 - Pool pump replaced \$1,000.
 - Gutters and drains are currently not contracted to be cleaned; **WHQ HOA requests gutter cleaning during this Fall.**
 - Net protecting pool windows was installed.
 - Some wall repairs were done (also removing wall on property exit).
- By-laws:
 - There is no cap on number of renters; **Board is drafting rules for renting units (parts already covered in current by-laws; to be enforced:** http://www.washingtonshq.com/wp-content/uploads/2009/09/Renting_Unit.pdf):
 - **Proposed draft to be distributed to all homeowners.**
 - Some proposed conditions:
 - No renting on transient basis without special Board approval (proposed transient to be any period of less than e.g. one year, month to month afterwards);
 - No Airbnb or similar services;
 - For new lessors and renewals, lessee to sign agreement with HOA agreeing to abide by rules and regulations and otherwise to have to vacate the premises (TBD) ;
 - Board to be provided with copies of leases.
 - Management agency to be notified of non-compliant homeowners.
 - Request to explore option of having minimum years of homeownership before allowing renting units due to concerns of HOA ability to obtain financing for HOA (e.g. project financing).
 - Suggestion to explore whether additional fee to be levied on renters (no clear vote in favor).
- Special Projects:
 - Different phases: investigate, design, bidding/contracting, execution.
 - Design phase almost finished (done to control cost up-front to avoid unknown or concealed conditions):

- probes were done (identified some issues, e.g. underground drains and catch basins were clogged, leading to water leaching up through pavement creating issues with the roadway deterioration);
 - mapping done (up-front investment).
- Phasing of execution:
 - Drainage issues to be addressed first; gas extension to be done (and paid) by Con Edison at the same time (we don't know for sure that ConEd will pay for gas extension) once underground work done, to be let sitting for one season.
 - Next to address are wall issues; first SOE (support of excavation); parking along north wall creates pressure on wall that was not built as retaining wall; drainage issues lead to movement of wall; movement of wall was monitored (outward movement was 4 inches during Winter, but pulled back over Spring; not as bad as two years ago).
 - Some shrubs and trees in close proximity to wall are pushing against wall; need to be removed as part of replacing the wall, then tbd how to replace.
- Questions:
 - Question was raised whether there would be an option for (cheaper) alternatives to replacing the wall; clarified that this would require ARB review and would constitute a change request, which would be a difficult and lengthy process.
 - Question on non-retaining options for South wall: would also require ARB review; **interest by HOA to explore alternatives that could save costs (even if time intensive)**; bulk of costs clarified as expected to be for drainage and retaining, independent of the appearance or material of the wall.
 - Question whether wall footing can be retained (**to be explored**).
 - Clarified that time period for projects can be extended further (currently phased over three years); depending on changes to conditions (continuing to monitor).
 - Question on work on drainage system: house drains cleared; french drains need to be dug out and rebuilt (clogging is as expected), mostly under the roadway (there is additional water movement under the roadway, trenches to be put in place for water to be collected); village has been notified of the village owned sewer on the property (no response yet).

- Question on drainage and resurfacing: Resurfacing to be done properly (concern not done properly last time) requiring proper foundation.
- Deer presence still substantial; noted as county-wide problem.
- Question on pool: **to be kept open through Thanksgiving (depending on fuel usage).**

8. Board Elections:

- Decision to agree that **all terms are three-year terms (also retroactively).**
- David McPherson's and Eli Cohn's position to be filled.
- For next annual HOA meeting, request for **ballots to be redone not to identify unit numbers, but only percentage interest in common elements.**
- Bob Murray and Mary Donovan nominated and elected without ballot (positions to be filled to be determined by Board).
- New Board composition as of today:
 - Jon Brose
 - Kenneth Colao
 - Mary Donovan
 - Dale Greenwald
 - Sabin Meyer
 - Bob Murray
 - Uwe Steckhan
- **Remaining term limits of Board members to be determined by Board.**

9. Other Matters:

- Introduction of new homeowners.
- Reminder to all homeowners to **be extremely careful when driving into the complex (kids playing); slow down once off Broadway; also not to exit the wrong way.**
- Name of property clarified to be: Washington's Head Quarters Townhouses (presumably post office accepts both 152 Broadway, as well as Washington's Headquarters)
- Request for **homeowners to confirm their contact details as listed on the website (changes to be communicated to the Secretary).**
- Update on property across Broadway from HOA
 - Two appeals ongoing (response not expected before next Spring) both against zoning Board (and Architectural Review Board) decision and claim filed by private citizens.
 - Fence in front of property not legal, but no intervention yet.

- Homeowners can reach out to village on this matter (building department and Board of Trustees); **letter to be circulated for interested homeowners (on fence and decision appeal).**

--- MEETING ADJOURNED ---